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24 January 1957

MEMORANDUM FOR: Director of Training

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FROM: Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report

I. COMPLETED PROJECTS

1. Review of PP Instruction

✓ A memorandum was forwarded to the Chief, Psychological and Paramilitary Staff, concerning a review of the PP Bloc of Instruction. Among other recommendations, we requested that an OTR conducted seminar be held for the purpose of producing "working" doctrine for instruction.

2. Language Development Program

A complete report was prepared for the CIA Career Council.

✓ 3. CS Preliminary Estimates for 1959

A survey was made of the Clandestine Services Preliminary Estimates for 1959 in order to determine OTR's capabilities to provide training support. Comments regarding OTR's capabilities have been prepared and submitted to SPA-DD/S.

4. Utilization of OTR's Man Power

A brief memo concerning OTR's utilization of its man power was prepared in draft form for the Director of Training. This project was undertaken in response to a request from the Deputy Director (Support) asking all support components to provide him with written material to be used in briefing the Chairman of the House Armed Services Committee.

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SUBJECT: Weekly Activity Report #4

II. NEW PROJECTS

1. DD/P Budget Forecasts for FY 1959

A review of the DD/P budget forecasts for FY 1959 is being conducted in order to extract training implications and other pertinent information which may serve as guide lines for the appropriate schools.

III. PROJECTS IN PROCESS

1. Revision of

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Is in review prior to transmittal to the Career Council.

2. Five Per Cent Training Policy

Under review are six job training courses conducted by the Management Staff, six job training courses in FDD/OO and six job training courses conducted by the Office of the Comptroller.

3. Training Requirements

Revision of the forms for estimating training requirements has been completed and the drafts forwarded to the Reproduction Section for printing by the Agency plant. Distribution to TLO's is scheduled for 15 February with an earlier date expected. Memo to the Director of Personnel requests estimates on professional and clerical EOD's and field returnees.

4. OTR Regulation - Publications

First draft prepared.

5. War Planners Conference

War Planners Conference will commence on 28 January. A member of the Plans and Policy Staff will be the OTR representative in attendance at all meetings.

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IV. PUBLICATIONS1. OTR Glossary of Intelligence Terminology

Final draft, for photo-offset reproduction of 1,500 copies, was forwarded to PSD/LO.

2. OTR Catalog - Issue 7

Headquarters Catalogs [redacted] (General edition); proofs have been final-checked and returned to PSD/LO for final correction and production. Intra-Agency distribution estimate: 15 February.

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3. OTR Bulletin - Issue 23

Issue 23, February, was forwarded to PSD/LO. It will be distributed to approximately [redacted] CIA executive and line supervisors and to some individual graduates of OTR courses.

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4. OTR Poster - Issue 23

Issue 23 was forwarded to PSD/LO. It will be distributed for posting on all Agency Employee Services Bulletin Boards.

5. Agency Training Officer Meetings Open to OTR Personnel

DD/I	29 January	Tuesday	1030 hours
DD/S	<u>5 February</u>	Tuesday	1030 hours
DD/P	30 January	Wednesday	1400 hours

[redacted] coordinates DD/I, DD/S agendas.
[redacted] coordinates DD/P agenda.

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